



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING CENTER
NORTHERN REGION CONTRACTING CENTER
2798 HARRISON LOOP COMPLEX
FORT EUSTIS, VIRGINIA 23604-5538

REPLY TO
THE ATTENTION OF


15 July 2005

SFCA-NR-NRCC (715k)

MEMORANDUM FOR Northern Region Contracting Center Personnel

SUBJECT: NRCC 05-6, Open Door Policy

1. Open communications is the foundation of any successful organization, and the ability of members of the NRCC to express their concerns/problems is the most important block of that foundation. I maintain an "Open Door" to all military and civilian employees of the NRCC. I will make myself available to discuss, advise, and/or counsel on issues that are presented and if at all possible I will resolve those issues for you.
2. Each individual also has the responsibility to use the chain of command. I expect all members of the chain of command to act in a sincere, responsible, and timely manner, to listen to employee concerns. Ideally, issues should be handled at the lowest level possible; however, no person needing assistance will be denied the opportunity to see me. Further, no punishment, or any type of reprisal will be taken against persons wishing to see me.
3. Please let your supervisor know that you would like to see me. If you prefer, there is NOT a need to let your supervisor know the nature of the meeting, only that you would like one.
4. For those employees located at Fort Eustis please coordinate a time on my calendar with Jackie. If you are from one of the other DOC's and are in the area please coordinate with Jackie.
5. It is my intent to try and visit each DOC once a quarter. If you need to see me time will be set aside when I am at your office. If it cannot wait please contact me by e-mail and then we can set up a phone call. For those at Fort Lee it is possible that I can make a trip there to meet with you. If anybody is uncomfortable meeting in the DOC we can coordinate for an office space outside of your center, just let me know up front.
6. This policy is effective immediately and will remain in effect until rescinded or superseded.


CRAIG A. DEDECKER
LTC, IN
Commanding